

<b>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY</b> <b>HUMAN RESOURCES SHARED SERVICE CENTER</b>									
<b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>						1. Position No. EPGS22002		2. Incumbency Allocation Only? May Not be IAed	
3. Reason for Submission <b>New</b>			4. Employing Office Location <b>Washington, D.C.</b>		5. Duty Station <b>Washington, D.C.</b>			6. BUS Code 8888	
Explanation (Show any positions replaced)			7. Fair Labor Standards Act <b>Exempt - Administrative</b>		8. Financial Statements Required <b>OGE-278 Required</b>			9. Cybersecurity Code a. <b>000</b>	
			10. Position Status <b>Excepted (Specify in Remarks)</b>		11. Supervisory Status Code <b>8 - All Other Positions</b>			b. _____	
			12. Competitive Level Code		13. Competitive Area			14. Drug Testing <b>No</b>	
			15. Extramural %		16. Functional Class Code <b>N/A</b>			17. Medical Monitoring	
			18. Position Sensitivity <b>Non-Sensitive</b>		19. Security Clearance <b>0 - Not Required</b>			20. Position Risk <b>3 - High</b>	
			21. Emergency Essential		22. Developmental Position <b>No</b>			23. Full Performance Level <b>GS-15</b>	
24. Position Classification		Official Title of Position				Pay Plan		Occupational Code	
a. Official Allocation		<b>Senior Advisor for Technical Assistance and Community Outreach</b>				<b>GS</b>		<b>0301</b>	
25. Organizational Title of Position (if different from official title) <b>Director of Technical Assistance and Community Outreach</b>					26. Name of Employee (if vacant, state such) <b>Jonathan D. Nelson</b>				
27. Department, Agency, or Establishment Hierarchy									
a. 1st Tier Org Code		1st Tier Org Description <b>U.S. Environmental Protection Agency</b>							
b. 2nd Tier Org Code <b>J0000000</b>		2nd Tier Org Description <b>Office of Water</b>							
c. 3rd Tier Org Code		3rd Tier Org Description							
d. 4th Tier Org Code		4th Tier Org Description							
e. 5th Tier Org Code		5th Tier Org Description							
<b>28. Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor <b>Dan Utech, Chief of Staff</b>					b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Dan Utech for Michael Regan, Administrator</b>				
Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2022.01.06 16:59:22 -05'00'				Date		Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2022.01.06 16:59:36 -05'00'			
Date				Date					
<b>29. Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.					<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.				
a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>					30. Position Classification Standards Used in Classifying/Grading Position				
Signature 				Date <b>1/20/22</b>					
31. Remarks  Executive position (Schedule C). Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.									

22 0328175

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Senior Advisor for Technical Assistance and Community Outreach**  
**Director of Technical Assistance and Community Outreach**  
**GS-0301-15**

**Introduction**

This position is located in the immediate office of the Office of Water (OW) at the U.S. Environmental Protection Agency (EPA). The Office of Water is responsible for administering over \$50 billion in Bipartisan Infrastructure Law (BIL) funds with most of this funding flowing to states through the State Revolving Funds. The Senior Advisor for Technical Assistance and Community Outreach will serve as a dedicated leader to develop and implement a multifaceted technical assistance strategy to aid underserved communities in applying for and accessing funding through the Bipartisan Infrastructure Law.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Assistant Administrator (AA) for Water. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Assistant Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Assistant Administrator in correspondence and other communications with Agency managers and program officials.

**Major Duties and Responsibilities**

1. Manages the Office of Water's strategy to build the capacity of disadvantaged communities to access water funding through the Bipartisan Infrastructure Law. This includes undertaking education and engagement on funding opportunities for equity and environmental justice communities; managing the development and execution of large scale, multi-million technical assistance contracts; connecting disadvantaged communities to capacity building support; developing lists of projects in underserved areas; developing and measuring progress against goals, and more.
2. Manages the development of goals, key strategies, activities, and metrics so that OW's technical assistance and community outreach strategy advances President Biden's Justice 40 initiative, in the context of the State Revolving Loan Funds, which comprise 85% of the \$50B in water infrastructure funding.
3. Coordinates the development of guidance, technical assistance contracts, technical assistance delivery across the Office of Water, and in close coordination with the Water Division Directors, in the 10 EPA regions.

4. Serves as a key representative of the Assistant Administrator, OW, and the Agency. Oversees grantee activities of critical implementation partners, providing authoritative advice and technical assistance. The partners include: the Environmental Finance Centers, other technical assistance contractors, local municipalities, and disadvantaged communities who are the recipients of technical assistance.
5. Coordinates with other national program offices within the EPA, as well as with other Federal agencies receiving infrastructure funding, to integrate and maximize the impact of technical assistance for disadvantaged communities. Represents the Assistant Administrator in a range of venues with other Federal partners and external stakeholders on technical assistance and community partnerships for equitable Bipartisan Infrastructure Law implementation.
6. The incumbent is an authority and the principal advisor to the Assistant Administrator on BIL implementation, technical assistance, and the EPA's strategy for reaching disadvantaged communities. Provides comments and recommendations on policy reports, technical papers, project proposals and other documents. Leads assessments of specific program and administrative areas to determine the need for modifications to improve efficiency and accomplishment of mission objectives. Directs the implementation of those changes.
7. Exercises leadership on an array of special and continuing assignments and projects of special interest to the Assistant Administrator. Projects focus on water system partnerships, infrastructure funding and financing, environmental justice and equity. Maintains contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations.
8. Keeps abreast of new developments pertaining to assigned areas of expertise and provides advice and options to the Assistant Administrator on strategies to accommodate such developments. Exercises initiative in determining suitable alternative solutions with officials of other Federal agencies, State and local governments, agencies and associations charged with similar responsibilities. Maintains a strong understanding of the political and policy landscape for water infrastructure issues at the local, State, and Federal levels.
9. Performs other duties as assigned.

### **Factor Level Descriptions**

#### **Factor 1 - Knowledge Required by the Position**

**Level 1-8; 1550 pts.**

Mastery of program and organizational analysis principles, methods, practices, techniques, and analytical methods. Skill to apply this mastery in developing new methods and approaches in

planning, integrating and evaluating policies and programs for the Agency. Knowledge and skill to advise specialists inside and outside the Agency, as well as senior leadership and decision-makers, on issues involving water system partnerships, infrastructure funding and financing, environmental justice and equity

Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of strategic planning, organizational design and analysis sufficient to perform long-range and short-range program planning, and policy and strategy development, and recommend implementation strategies which cut across all programs of the Office and have potential wide-ranging impact on program functions, personnel, facilities and budget. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines; sets priorities.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between OW/Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level policies and programs.

Comprehensive knowledge of Federal laws, regulations, policy, and issues that affect OW and BIL related work; EPA's and OW's mission, program responsibilities and the current status or decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to the work sufficient to develop recommendations, objectives or programs to address the most urgent needs of the AA; and discuss and explain controversial aspects of policy with the AA and OW senior management.

In-depth knowledge of relationships with other governmental and non-governmental entities, disadvantaged communities, and public and private institutions; in-depth knowledge of relationships with organizations internal to OW and OW's relationships with other EPA organizations; ability to target data for historical research related to OW and BIL operations, and relationships with outside parties; and analyze data collected.

Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and non- technical audiences.

Skill in oral communication sufficient to make presentations to senior leadership and represent the AA and OW in public fora.

## **Factor 2 - Supervisory Controls**

**Level 2-5; 650 pts.**

The incumbent is an authority and the principal advisor to the Assistant Administrator on BIL implementation, technical assistance, and the EPA's strategy for reaching disadvantaged communities. The incumbent provides objective analyses of programs, policies and

processes. The incumbent is a recognized authority in the analysis and evaluation of policy and program issues and is subject only to administrative and policy direction concerning overall project priorities and objectives. The incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry-out major projects concerned with the analysis and evaluation of program or organizational effectiveness. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. The incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

**Factor 3 – Guidelines**

**Level 3-5; 650 pts.**

Guidelines consist of Federal laws, regulations, and directives, Agency and OW policies, basic administrative policy statements concerning the issues or problems being studied, and may include reference to pertinent legislative history, related court decisions, State and local laws, or policy initiatives of Agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

**Factor 4 – Complexity**

**Level 4-6; 450 pts.**

The work consists of the analysis of broad functions and processes which may affect all Office operations. Plans, organizes, and completes analytical studies involving the substance of key Agency programs that will enhance the ability of the Office to implement regulatory mandates, measure their effectiveness and enact change to processes as necessary. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent into program actions.

**Factor 5 - Scope and Effect**

**Level 5-6; 450 pts.**

Performs very broad and extensive work assignments related to Agency programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Program Office within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups.

Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of Federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

**Factor 6 - Personal Contacts**

**Level 6-4; 110 pts.**

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency and Office stakeholders. Contacts are also with persons outside the Agency which may include Congressional contacts, political officials, consultants, or business executives, as well as the Environmental Finance Centers, other technical assistance contractors, local municipalities, and disadvantaged communities who are the recipients of technical assistance. Contacts include the head of the Agency, OW and program officials at all managerial levels.

**Factor 7 - Purpose of Contacts**

**Level 7-d; 220 pts.**

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

**Factor 8 - Physical Demands**

**Level 8-1; 5 pts.**

The work is primarily sedentary, although some light physical effort may be required.

**Factor 9 - Work Environment**

**Level 9-1; 5 pts.**

Work is typically performed in an adequately lighted and climate-controlled office. May require occasional travel.

**Total Points: 4090**

**GS-15 Grade Range: 4055 – up**